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OL/FMD WEEKLY REPORT

PERIOD ENDING 27 JANUARY 1988

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

None.

2. Major Events that Have Occurred During the Preceding Week:

25X1 2 a. In an effort to assure adequate reliability and successful performance of the Central Plant emergency generator system during winter, FMD has taken the following steps: All diesel engine starting batteries have been replaced with double size heavy duty units; 75-watt dip-stick heaters have been installed in all diesel engine crankcases; space heaters in the machine housings were lowered to floor level to reduce the vertical temperature gradient; and heat tape (automatically controlled to 50 degrees fahrenheit) was installed on the fuel oil line to the turbines. In addition, other minor non-winter related problems have been identified and are being repaired or parts replaced as expeditiously as possible. [REDACTED]

25X1 b. As-built drawings are currently being prepared for the main house on the Scattergood Thorne property. Exterior and interior walls have been drawn and are on the CADD system and electrical and mechanical systems are presently being surveyed for recording. Renovation work will begin after the as-built drawings have been recorded. As-built drawings for the guest house will be prepared following completion of the main house as-built drawings. Schematic architectural plans of the guest house have already been entered in the CADD system. [REDACTED]

c. Furniture: The Building Services Branch (BSB) installed 37 pieces of CorryHeibert furniture in room 603 Ames for ORD/LOGS; unloaded and installed 125 pieces of CorryJamestown furniture in 822 CoC Building for OTE/TSD; and unloaded and installed 34 pieces of CorryHeibert furniture in Ames Building for OP/Log.

25X1 3. On 21 January, the Knapp Safety Shoemobile came to the Headquarters Compound to service the Mail & Courier Branch (M&CB), as well as BSB, employees. Couriers were fitted for safety shoes and received them on the spot. This procedure not only allowed for a timely delivery of safety shoes, but it also had long-run cost reductions. Arrangements will be made for the shoemobile to return to HQS in late April for employees who are due shoes in the April - September timeframe. [REDACTED]

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25X1 f. Representatives from M&CB recently participated in recruitment efforts with the Office of Personnel. Two of the recruitment sites had prospective applicants receiving information on courier operations. [redacted]

g. Severe water and sediment contamination has been detected in unleaded fuel tank number one. The area in which the 10,000 gallon tank is located is subsiding and has caused the tank to shift and roll to one side. The fuel pump servicing the low section of the tank has been disconnected and all regular unleaded fuel is being dispensed from the secondary pump, which is drawing from the high side of the tank. FMD/Operations has been tasked to provide engineering support and guidance to correct the problem.

25X1 3. Upcoming Events:

b. The bimonthly Headquarters Logistics Officers meeting is scheduled for 28 January. Topics include Office of Security's new Construction Security Branch, continuing courier shortage, OL "Yellow Pages," moratorium on renovations, NHB construction status, and NHB relocation schedule.

4. Management Activities and Concerns:

a. Personnel:

25X1 (1) Reassigned: [redacted]

25X1 [redacted] from Contracts Staff; [redacted]
25X1 [redacted]

25X1 (2) Resigned: [redacted] from MPB.

25X1 (3) Assigned: Messrs. [redacted]

25X1 [redacted] to Contracts Staff; [redacted]
25X1 [redacted] to BSB.

25X1 [redacted] Chief
Facilities Management Division